

**KING COUNTY DISTRICT COURT
PROBATION SERVICES**

**PRESENTATION TO THE REGIONAL LAW
SAFETY AND JUSTICE COMMITTEE**

SEPTEMBER 27, 2012

KING COUNTY DISTRICT COURT PROBATION SERVICES

Our History

The King County District Court (KCDC) Probation Department was established on December 1, 1965, funded by a grant from the Federal Economic Opportunity Board. The Department operated under both Federal and King County guidelines. In 1970 administration of the Department was transferred from the Bureau of Corrections to the Director of Rehabilitation Services. In 1971 the first three branch offices were opened. In 1972 the Department began formal training in alcoholism. In 1979 the Probation Department was placed under the direction and control of the King County District Court and became a Division of the Court. In 1983 KCDC Probation Services was approved by the Department of Social and Health Services as a DUI Assessment agency, pursuant to the adoption of RCW 46.61.515.

King County District Court has been a leader in innovative changes in response to factors outside the court. The prime example of this is the increased involvement and responsibility of the Judges in individual cases placed on active supervision. On January 27, 2004, The King County Council rescinded the existing Probation policy manual and replaced it with General Administrative Order (GAO) No. 04-94, a Judge-Supervised Probation Model. The GAO is a fluid document, responsive to external factors and the needs of the court, which has allowed KCDC Probation Services to be both effective and efficient. The GAO was last amended in September of 2011, to address new legislation regarding the Probation Division's role with regard to Ignition Interlock monitoring. Prior to that, May 2010 amendments incorporated detailed procedures for Intake and Return probation appointments.

Our Mission

Probation supervision enhances community and individual safety, provides accountability and swift justice for offenders who are non-compliant with conditions of sentence or diversion, and offers life-changing intervention by challenging offender belief systems and helping individuals to identify additional choices so they can make better decisions. Without Probation,

- The repeat DUI offender with breathalyzer results of over four times the legal limit in two separate arrests two years apart could still be driving intoxicated through your neighborhood, and by the park where your children walk to play,
- Police would not be called to do a welfare check on the depressed divorced mother of two contemplating suicide while her children were at school and they might well arrive home to find her bleeding on the couch after cutting her wrists on the broken drinking glass she discarded when the police knocked on her door.

- The domestic violence perpetrator with three identified victims over 10 years would still be intimidating and threatening his current victim who repeatedly called to report and rescind reports of further violence.

What We Do

The Probation Division of King County District Court provides assessments and offender supervision pursuant to a Judge-Supervised probation model. Probation Officers monitor compliance with conditions of sentencing set by the court in accordance with the GAO, unless otherwise directed in writing by the sentencing or supervising judge. Probation services are currently provided to any defendant who is sentenced to probation by a judge, including primarily high impact and repeat offenders, those convicted of violent offenses, and those in need of drug, alcohol and/or mental health treatment. In addition to the probation services provided for county's mainstream criminal cases, probation services are provided in the King County District Court Regional Mental Health Court, King County District Court Veterans' Court and the King County Domestic Violence Court, as well as to 11 cities that contract for the full array of District Court services.

Who We Are

There are currently five Probation Mental Health Specialists (PMHS), one Domestic Violence Court Unit Probation Officer, and nine traditional court Probation Officers divided among four locations:

- Seattle (serving Seattle, the Regional Mental Health Court, and the newly established Veterans Court))
- Shoreline (serving Shoreline and Seattle)
- Issaquah (serving Redmond, Issaquah, the Regional Mental Health Court and Veterans' Court)
- MRJC (serving MRJC DV Court, Burien, Renton, the Regional Mental Health, and Veterans' Court)

Effective November 1, 2012, two probation officers will be added to serve the new Auburn courthouse location.

The Probation Mental Health Specialists hold Master's Degrees with concentration in the social/behavioral sciences, and have specialized training dealing with mentally ill offenders. Probation Officers hold at least a Bachelor's Degree and are certified Probation Assessment Officers through the Department of Behavioral Health and Recovery (DBHR), meeting all of the educational and experience requirements to conduct DUI alcohol and other drug assessments. Probation Officers conduct alcohol and drug assessments in conjunction with in-office presentence evaluations and in-custody evaluations under order of the court.

- In addition to active probation supervision, the judges can also require defendants to be referred to compliance monitoring. Compliance monitoring is generally imposed in lieu of or following a period of active supervision. Offenders of all sentence types may be referred to Compliance Monitoring. Compliance monitoring includes periodic record checks and verification of compliance with other conditions of sentence, and monthly reviews of treatment status reports received.

Frequently Asked Questions

What kind of Probation Services does King County Deliver?

King County District Court (KCDC) has been a leader in innovative changes in response to factors outside the court. We provide excellent Probation Services under a Judge-Supervised probation model, involving judges in the decision making process on individual cases. The Court has worked diligently to develop an effective and cost-efficient probation service that encourages defendants to comply with their sentences and promote public safety based on several factors and principles, including:

1. The level of monitoring necessary may change during the course of a defendant's sentence and/or treatment;
2. Swift action BY A JUDGE upon a violation is essential;
3. Effective supervision by a probation officer cannot be accomplished if the probation officer has more cases than he or she can handle at any given time; and
4. Probation officer's caseloads should not include cases where a defendant has failed to appear for a review hearing and a warrant has been issued for his or her arrest.

What is the caseload capacity for KCDC Probation Services?

KCDC best practice for caseloads range from 155 to 178 cases, depending upon the probation officer's other work activities. Cases, court time, and presentence investigation priorities are established by individual Judges and reflected in their referral process. Probation Mental Health Specialist (PMHS) caseload guidelines are 57. In addition, they average 15 hours in court, per PMHS.

What is the process for active supervision termination and compliance?

Probation is terminated on a case by case basis by order of the Sentencing/Supervising Judge. Active probation is terminated and shifted to compliance monitoring under two circumstances.

1. Determination that compliance monitoring is more appropriate due to the defendant's current circumstances and criminal history. Consideration is given to

Court clerks, assigned to the Probation Desk at each courthouse location housing a KCDC Probation Services office, provide clerical support to probation staff and compliance tracking under the supervision of court management. Management of the Probation Division is provided by the Probation Director and one Probation Coordinator, who have more than 30 years probation management experience. The Director has been a qualified Probation Assessment Officer since 1984 and is the Administrator for the KCDC Probation DUI Assessment Services. The Coordinator has been a certified Chemical Dependency Professional since 1995.

How Policies Are Set

KCDC probation activities are guided and assisted by the Probation Committee comprised of five Judges, the Probation Director, and legal counsel. Policy recommendations are developed by the Probation Committee and then referred to the Court's Executive Committee and/or the judges as a whole. Regular input is also encouraged by the Court's contract cities with regard to all areas of operation of the Court including probation. As a part of the Interlocal agreement, quarterly meetings are held between the court and all the contract cities and monthly meetings are held at the individual court locations between the court and the cities at those locations.

The Services We Provide

- In-custody presentence interviews are conducted in all county and municipal jail locations within King County and via Video Conference between King County Probation and the Snohomish County jail, and between King County Probation and SCORE.
- In-office presentence interviews are conducted in Seattle, Shoreline, Issaquah, and MRJC.
- For the purpose of conducting drug and alcohol assessments for defendants charged with a violation under RCW 46.61.502 or 46.61.504, King County District Court Probation Services is certified by the Division of Behavioral Health and Recovery as a DUI Assessment Agency. DUI assessments may be conducted at the order of the Court in conjunction with presentence interviews or as standalone assessments.
- At the discretion of the Judges, intakes may be scheduled at the time of sentencing to reduce failures to appear.
- In accordance with the (GAO) under the King County Judge Supervised Probation model, KCDC defendants are all seen in person once per month (the highest risk level) unless otherwise directed in writing by the supervising Judge.
- Regional Mental Health Court defendants are supervised more intensely and may be seen daily or weekly, as indicated by their mental health status and compliance.

public safety and the defendant's past or likely future compliance with conditions of sentence, which includes a review hearing.

2. Probation Officer requests termination based upon a defendant's demonstrated compliance with or completion of active conditions of sentence. For example:
 - a. The defendant has completed Intensive Outpatient and has been stable in Phase Three of treatment with no new law violations;
 - b. The defendant has been in compliance with six months of treatment; appears to be on track to complete the last two months; and has no new law violations or violations of sentence.

Active supervision may also be terminated by the Sentencing/Supervising Judge pending review for non-compliance if the defendant is unavailable or not amendable to supervision. For example:

1. The defendant is incarcerated on new criminal charges,
2. The defendant is not attending treatment and failing to appear for probation appointments.

How does KCDC handle sentence compliance reviews?

Defendants on sentence compliance are scheduled for three month reviews, and every six months thereafter with the final review scheduled three months prior to the end of jurisdiction. In addition to scheduled compliance reviews, status reports received from treatment are reviewed monthly as received. A non-compliance treatment report results in immediate review of all other conditions of sentence to include new law violations and a request for review is submitted to the sentencing/supervising judge. King County District Court utilizes an electronic court record system, as an efficiency to allow broader review of cases, which are available to any Judge sitting for the review.

How are Judges notified of non-compliance and violations?

An e-mail report is sent to the Sentencing/Supervising Judge with notification of violations and a request for review. A courtesy copy of the formal violation report is sent to the Judge with the e-mail, and the original signed copy with the "under penalty of perjury" certification is scanned into the electronic Court Records (ECR) so it is available to any Judge sitting for the review.

How is the decision made to terminate active probation supervision?

The decision to terminate active probation supervision pending review is made on a case by case basis by the Sentencing/Supervising Judge. While the Court does automatically terminate active supervised probation upon the issuance of a bench warrant, the court does not automatically remove a defendant from active supervised probation upon the assertion or finding of a violation, rather this is at the discretion of the judge. Probation officers are encouraged to give input with regard to whether a defendant should remain on probation and it is considered by the judges in making their decision. At times it may be appropriate to immediately terminate or suspend probation and at times it may not be appropriate.

When defendants are terminated from supervision it is generally because they are unavailable for or not amenable to supervision. Defendants who are terminated pending review are frequently placed back on active probation at the time of review and given a period of supervised time in which to regain compliance.

Do KCDC probation officers attend court reviews?

King County probation officers regularly attend reviews in DV court and Regional Mental Health Court, and at the discretion of the Judge in traditional court. The Judges rely on the written reports from Probation and may continue a hearing to have the Probation Officer present if the written report is disputed. Many defendants remain on active supervision even though scheduled for review and the probation officers monitor efforts made (or not) to return to compliance, and submit update reports for hearings if there is new information to report.

How are violations and non-compliance handled by the KCDC Judges?

Any time a violation report is submitted to the court, all conditions of sentence and probation are addressed. Additionally, cases in other Divisions of King County and/or filed by a city partner may be consolidated and addressed at the same time to insure consistency and continuity in handling a single violation. The Sentencing/Supervising Judge addresses violations and imposes sanctions giving due consideration to not only the recommendations of Probation Officers, but also the nature and severity of the violation, circumstances and criminal history, public safety, actions the defendant has taken to remedy the violation, and the defendant's past or likely future compliance with conditions of sentence.

What is the working relationship between Probation Officers and Treatment agencies?

King County Probation staff have an excellent working relationship with reputable treatment agencies. Probation officers are required under the GAO to notify the probationer's sentencing/supervising judge of all oral or written reports actually received by that probation officer that the probationer has violated condition(s) of probation or treatment within seven (7) business days of receipt of such information.

Additionally, King County Probation works diligently to see that treatment providers report violations in an appropriate and timely manner, and that they abide by the minimum reporting requirements established by King County Municipal and District Court Judges in 2005. We have been instrumental in identifying agencies who are not compliant with the Washington Administrative Codes (WACs) and Revised Code of Washington (RCW).

GENERAL ADMINISTRATIVE ORDER

**Judge Supervised Probation:
King County District Court Monitoring
Standards (Amending GAO No. 10-127)**

1. Probationers will be seen face-to-face once a month. The probation officer will conduct monthly appointments in a designated court facility.
2. The monthly scheduled probation appointment may be rescheduled if the probationer personally contacts the sentencing/supervising judge's assigned probation officer on or before the date of that monthly appointment. During the probation term, there may be no more than two rescheduled appointments without approval of the sentencing/supervising judge.
3. At the first probation appointment, the sentencing/supervising judge's assigned probation officer will adhere to the Judge-supervised Standardized Intake Appointment guidelines incorporated herein by attachment and keep chronological notes. At all subsequent scheduled appointments, the sentencing/supervising judge's assigned probation officer will adhere to the Judge-supervised Standardized Return Appointment guidelines incorporated herein by attachment and keep chronological notes. The sentencing/supervising judge will be notified of any change in mailing address through the Court Case Management System (CCMS).
4. During each face-to-face monthly appointment, the probation officer will check the CCMS, and Abstract of Driving Record (ADR) to determine if there are any new violations of the law, issuance of warrants with the probationer or license suspensions or restrictions. The probation officer will also conduct this check prior to notifying the sentencing/supervising judge that the court consider review, revocation or termination of the court's supervision of the probationer. Any new violations of the law or outstanding warrants discovered through the CCMS and/or ADR check, not previously

reported, shall be reported to the sentencing/supervising judge within seven (7) business days of discovery.

5. If during a face-to-face monthly appointment the probation officer determines through a CCMS search as outlined in paragraph 4 above that the probationer has an outstanding warrant, the probation officer will advise a King County Deputy Sheriff assigned to court security at the designated court facility. No further action is required. The probation officer will make no effort to arrest the probationer, as there is no arrest power vested with King County District Court probation officers.
6. The probation officer will confirm through the probationer enrollment with and participation in any treatment agency, community service and/or other program as ordered by the sentencing/supervising judge at each face-to-face monthly appointment. Monitoring of prohibitive conditions will be limited to asking the defendant at each face-to-face appointment whether they have engaged in the prohibited behavior.
7. If the probationer is ordered by the sentencing/supervising judge to participate in treatment services, any alcohol/drug use probation conditions, and attendance at alcohol/drug use support group meetings, will be monitored by the treatment agency providing the treatment services and not by the probation officer. A treatment agency will be required to report to the assigned probation officer in writing, once a month, concerning the probationer's progress and/or non-compliance with treatment program(s). If the treatment agency fails to send the monthly report the probation officer will follow up by contacting that agency. Any treatment non-compliance contained in the treatment agency report will be reported to the sentencing/supervising judge. There may be more than one treatment agency providing treatment services to the probationer.
8. Probationers may not consume alcohol prior to a face-to-face appointment with a probation officer. During any face-to-face appointment the probation officer will ask the probationer if he/she has consumed alcohol. If during an appointment the probation officer believes that the probationer has recently consumed alcohol, a portable breath test (PBT) will be administered, if available, and any positive results will be reported to the sentencing/supervising judge and a King County Deputy Sheriff assigned to court security at that courthouse facility. No other alcohol test is required. If at an appointment the probation officer believes the probationer has recently used any non-prescribed controlled drug(s) or has abused any prescribed drug(s), the probation officer will notify the probationer's chemical dependency treatment provider, if any, the sentencing/supervising judge, and the King County Deputy Sheriff assigned to court police security at that courthouse facility.
9. Where the probationer is not in treatment with a drug or alcohol treatment agency, but required by the sentencing/supervising judge to attend self-help support group meetings, the probationer will present to the probation officer written proof of self-help

support group attendance at each face-to-face monthly appointment. That written proof will be placed in the probationer's probation file.

10. The probation officer will confirm whether any court-ordered restitution has been paid no later than the deadline and in the amount set by the sentencing/supervising judge. Confirmation of restitution is to be done by checking the court docket.
11. King County District Court probation officers shall not independently investigate the conduct of a probationer beyond the authority delegated by these monitoring standards without written instruction from the sentencing/supervising judge. Any probation officer will, however, notify the probationer's sentencing/supervising judge of all oral or written reports actually received by that probation officer that the probationer has violated condition(s) of probation. Notification to the sentencing/supervising judge will occur within seven (7) business days of actual receipt of such information.
12. Supervised probation under a given King County District Court cause number is automatically terminated whenever a warrant has been ordered for the probationer under that cause number. If supervision is terminated on an active cause because of a bench warrant, and the probation officer is supervising companion KCDC causes, the probation officer will notify the other judge(s) and recommend termination of active supervision of the other cause(s) until further order of the court.
13. If a probationer is required, as part of the probationer's judgment and sentence, to install an ignition interlock device on all motor vehicles operated by the probationer, the assigned probation officer shall attempt to verify the installation of the ignition interlock device or devices. In order to meet this requirement, the probationer shall be required to provide written proof of installation from a company doing business in this state that a device or devices certified by the Washington State Patrol and posted to the WSP website has been installed.

If written proof of installation is not provided by the probationer, the probation officer shall send a letter to the vendor identified by the probationer. That letter shall request written verification from the company that the company has installed the required device or devices.

If the probation officer does not obtain written verification of installation within 30 days of the judgment and sentence -- either directly from the probationer or from the installation company -- the probation officer shall promptly inform the sentencing/supervising judge.

Except as set forth above, the probation officer shall have no further obligation to supervise the use or installation of the ignition interlock device or devices by the probationer unless otherwise ordered by the sentencing/supervising judge.

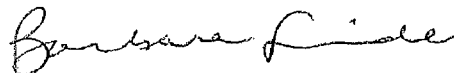
14. Any probation non-compliance revealed through use of these monitoring standards and such additional standards, if any, set in writing by the probationer's sentencing/supervising judge, shall be reported in writing to the sentencing/supervising judge within seven (7) business days of actual discovery of the non-compliance. Supervised probation is automatically terminated within ten (10) business days of the probation officer sending written notice of non-compliance to the sentencing/supervising judge, unless the sentencing/supervising judge sends written notice that supervised probation should not be terminated. The probation officer may make written recommendations to the sentencing/supervising judge with the delivery of any non-compliance report to the sentencing/supervising judge.
15. In judge-supervised probation of domestic violence probationers, the probation officer will mail to the victim's last known mailing address a notice advising him/her of the probation officer's name, phone number and availability.
16. Except for paragraphs 7 and 10 herein, these monitoring standards shall not apply where the sentencing/supervising judge's probation officer is absent from his/her office due to illness or other pre-approved leave. During such absence, adherence to paragraphs 7 and 10, and actual receipt of information as described in paragraph 11, will be monitored and/or received by an individual appointed by the Probation Director or his/her designee. The Probation Director or his/her designee may appoint an individual to conduct an abbreviated monthly appointment that includes performing a CCMS/ADR check as stated in paragraph 4, verifying treatment compliance, current residence address information, and the scheduling of a monthly appointment with the sentencing/supervising judge's probation officer.
17. The King County District Court, Division of Probation Policy Manual (POL-201 820) is rescinded.

Attachments

Standardized Judge-Supervised Probation Intake Appointment document
Standardized Judge-Supervised Probation Return Appointment document

EFFECTIVE September 26, 2011

DONE this 16 day of September, 2011



Barbara Linde
Chief Presiding Judge
King County District Court



**STANDARDIZED JUDGE-SUPERVISED PROBATION INTAKE
APPOINTMENT**

I. REVIEW COURT ORDER	2
II. REVIEW COURT DOCKET	2
III. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS)	2
IV. COMPLETE A BASELINE CRIMINAL HISTORY RECORD CHECK	2
V. CHECK PCMS AND ECR FOR EVALUATIONS OR ANY CURRENT TREATMENT STATUS REPORTS	2
VI. CONDUCT INTAKE INTERVIEW WITH DEFENDANT	2
VII. SCHEDULE NEXT APPOINTMENT	4
VIII. COMPLETE PCMS LOG ENTRY OF APPOINTMENT	4
IX. COMPLETE INTAKE APPOINTMENT FOLLOW UP WORK	4

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge.



King County District Court

I. REVIEW COURT ORDER

- A. Confirm active probation was ordered
- B. Check all treatment conditions and deadlines

II. REVIEW COURT DOCKET

- A. Check for scheduled review hearings, recent court appearances, court rulings, motions from defense
- B. Check that docket entries reflect current status of case per sentencing/supervising Judge e-mails or other communication to probation.

III. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS)

- A. Verify case is set up with defendant's name in DISCIS
- B. Verify that all court conditions have been entered to PCMS
 - 1. Match conditions with treatment agencies
- C. Verify victim letter has been sent (if applicable).
- D. Verify that the court, judge, case number and charges have been entered
 - 1. City contract cases have separate court designation
 - 2. Prior cases and charges are closed correctly as applicable

IV. COMPLETE A BASELINE CRIMINAL HISTORY RECORD CHECK

- A. Check and print Defendant Case History (DCH)
 - 1. Search by defendant name, NOT by current supervised case number
- B. Check and print Department of Licensing (DOL) Abstract of Driving Records (ADR)
- C. If new charges and/or bench warrants (BW) are found in DOL or DCH records, follow GAO #4 and #5

V. CHECK PCMS AND ECR FOR EVALUATIONS OR ANY CURRENT TREATMENT STATUS REPORTS

VI. CONDUCT INTAKE INTERVIEW WITH DEFENDANT

- A. Provide general overview and orientation
- B. Explain Judge-supervised Probation

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King County District Court

- C. Review Court Order and condition deadlines with defendant
 1. Stipulated Order of Continuance
 2. Deferred Prosecution
 3. Order of Judgment and Sentence
- D. Obtain necessary releases for identified treatment agencies
- E. Provide referral lists as appropriate
- F. Review Rights, Warnings, and Other Conditions
 1. Clarify expectation of appearing for probation appointment clean and sober versus court condition of abstinence
 2. Caution defendant that s/he can be subject to Portable Breath Test
 3. Explain Interstate Compact for Adult Offender Supervision (ICAOS) requirements for moving out of state if applicable
- G. Review background information or intake form
- H. Verify current mailing address and telephone with defendant
 1. Ask about defendant's residence address if different from mailing address.
 2. Prepare a Change of Address (COA) form and have defendant review and initial if mailing address and/or telephone is different than DISCIS.
 3. Submit copy of initialed COA to the Probation Desk Clerk for DISCIS update.
- I. Verify current driver's license and insurance if court requirement
 1. Enter the license expiration date on the PCMS Defendant screen
 2. Enter the insurance expiration date
 3. If any violations are found follow GAO #13
- J. Ask About Criminal Justice Agency Contacts
 1. Include new criminal charges, citations, court appearances, and contacts with police.
 2. Discuss any discrepancies between defendant statements and PO-completed Criminal History Check.
- K. Ask about use of alcohol and/or other drugs
 1. If Yes, follow GAO #8
 2. If No, but you suspect alcohol (i.e. detect odor of alcohol on defendant's breath) follow GAO #8
 3. If No, but you suspect use of non-prescribed drug(s) or abuse of prescribed drugs(s), follow GAO #8
 4. Upon notification to security per GAO #8, Probation staff will not attempt to detain the defendant or take the defendant's car keys.

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge.



King County District Court

VII. SCHEDULE NEXT APPOINTMENT

- A. Inform defendant of the date and time
 - 1. Give defendant appointment card if they do not have their own appointment book or phone calendar.
 - 2. Enter appointment date and time on the PCMS Defendant Screen.
 - 3. Enter appointment in Outlook.

VIII. COMPLETE PCMS LOG ENTRY OF APPOINTMENT

- A. Document use of standardized questionnaire.
- B. Note the next appointment date in the log entry.

IX. COMPLETE INTAKE APPOINTMENT FOLLOW UP WORK

- A. Report any non-compliance to court, following GAO #13.
- B. Contact treatment provider if there is use of alcohol and/or non-prescribed drugs or abuse of prescribed drugs.
- C. Send out referral letters with Criminal Justice Release to identified agencies.
- D. Staff any additional questions arising from Intake Appointment with Supervisor.

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge.



King County District Court

STANDARDIZED JUDGE-SUPERVISED PROBATION RETURN APPOINTMENT

I. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS).....	2
II. REVIEW COURT DOCKET	2
III. COMPLETE A CRIMINAL HISTORY RECORD CHECK	2
IV. VERIFY CURRENT ADDRESS AND TELEPHONE WITH DEFENDANT	3
V. ASK ABOUT CRIMINAL JUSTICE AGENCY CONTACTS	3
VI. VERIFY CURRENT DRIVER'S LICENSE AND INSURANCE IF COURT REQUIREMENT 3	3
VII. ASK ABOUT USE OF ALCOHOL AND/OR OTHER DRUGS.....	4
VIII. CONFIRM ENROLLMENT WITH ANY TREATMENT AGENCY, COMMUNITY SERVICE, AND/OR OTHER PROGRAM AS ORDERED BY THE SENTENCING/SUPERVISING JUDGE.....	4
IX. ASK ABOUT SELF-HELP SUPPORT GROUP MEETINGS	4
X. REVIEW ANY COURT-ORDERED RESTITUTION REQUIRMENTS	4
XI. VERIFY REMAINING JURISDICTION	5
XII. SCHEDULE NEXT APPOINTMENT.....	5
XIII. COMPLETE PCMS LOG ENTRY OF APPOINTMENT	5
XIV. COMPLETE RETURN APPOINTMENT FOLLOW UP WORK.....	5

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King County District Court

I. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS)

- A. Check prior missed appointments and reschedules.
- B. Check the status of any follow-ups required from last appointment.
- C. Check date of the last treatment reports as noted in the PCMS Defendant Screen
 - 1. If last report noted in PCMS is not current, check Electronic Court Records (ECR) for more recent reports.
 - 2. If more recent reports are in ECR, update the PCMS Defendant Screen.
 - 3. If the treatment agency has failed to send a monthly report, follow General Administrative Order (GAO) 07-120, #7.

II. REVIEW COURT DOCKET

- A. Check for scheduled review hearings, recent court appearances, court rulings, motions from defense.
- B. Check that docket reflects current status of case per sentencing/supervising Judge e-mails.

III. COMPLETE A CRIMINAL HISTORY RECORD CHECK

- A. Check Defendant Case History (DCH)
 - 1. Search by Defendant name, NOT by current supervised case number.
 - 2. Notify the Probation Desk Clerk if there are multiple name codes which need combining for defendant.
- B. Check Department of Licensing (DOL) Abstract of Driving Record (ADR) for current license status and out-of-state charges.
- C. If new charges and/or bench warrants (BW) are found in DOL or DCH records, follow GAO #4 and #5.

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge.



King County District Court

IV. VERIFY CURRENT ADDRESS AND TELEPHONE WITH DEFENDANT

- A. Ask the defendant to state his/her current mailing address and confirm that the address shown on Defendant Screen in PCMS is correct.
Update if necessary.
- B. Ask about the defendant's residence address if different than mailing address.
- C. If the mailing and/or residence address and/or telephone number has changed:
 - 1. Correct on the PCMS Defendant screen.
 - 2. Advise defendant of his/her responsibility to notify DOL of applicable changes.
- D. If mailing address has changed:
 - 1. Prepare a Change of Address (COA) form and have defendant review and initial it.
 - 2. Submit a copy of initialed COA to the Probation Desk Clerk for DISCIS update.

V. ASK ABOUT CRIMINAL JUSTICE AGENCY CONTACTS

- A. Include new criminal charges, citations, court appearances, and contacts with the police.
- B. Discuss any discrepancies between the defendant's statements and the PO-completed Criminal History Check.

VI. VERIFY CURRENT DRIVER'S LICENSE AND INSURANCE IF COURT REQUIREMENT

- A. Check the license status on the PCMS defendant screen:
 - 1. If license status is "NA," then do nothing further,
 - 2. If other than "NA" and different than DOL/ADR records noted in B(1), then correct.
- B. If "Yes" after confirmation or corrections:
 - 1. Check the license expiration date on the PCMS defendant screen.
 - a. If the expiration date is subsequent to the current date, do nothing.
 - b. If the expiration date has passed, ask to see new license and make a copy for the file.
- C. Check the insurance expiration date

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge.



King County District Court

1. If the expiration date is subsequent to the current date, do nothing.
 2. If the expiration date has passed, ask for new insurance verification and make a copy for the file.
- D. If any violations are found, follow GAO #13.

VII. ASK ABOUT USE OF ALCOHOL AND/OR OTHER DRUGS

- A. If Yes, follow GAO #8.
- B. If No, but you suspect alcohol (i.e. detect odor of alcohol on defendant's breath), follow GAO #8.
- C. If No, but you suspect use of non-prescribed drug(s) or abuse of prescribed drug(s), follow GAO #8.
- D. Upon notification to security per GAO #8, Probation staff will not attempt to detain the defendant, or take the defendant's car keys.

VIII. CONFIRM ENROLLMENT WITH ANY TREATMENT AGENCY, COMMUNITY SERVICE, AND/OR OTHER PROGRAM AS ORDERED BY THE SENTENCING/SUPERVISING JUDGE

- A. Review treatment conditions, progress, and deadlines
 1. Call treatment agency if no current report or there is a discrepancy between agency and probationer-reported information
 2. Enter the completion date and Y on Defendant screen for any completed treatment.
- B. Review community service hour requirements and deadlines.
- C. Review other program requirements, progress and deadlines.
- D. If any violations are found, follow GAO #13.

IX. ASK ABOUT SELF-HELP SUPPORT GROUP MEETINGS

- A. If alcohol/drug use support group meetings are a condition of sentencing and
- B. The defendant is not in a treatment agency providing the ordered treatment services or
- C. Alcohol/drug use support group attendance has been required without a concurrent treatment requirement.

X. REVIEW ANY COURT-ORDERED RESTITUTION REQUIREMENTS

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge.



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- A. Check deadline on order and amount
- B. Check docket to confirm restitution has been paid no later than the deadline and in the amount set.
 - 1. Enter the completion date and Y on the defendant screen if completed
 - 2. If any violations are found, follow GAO #13

XI. VERIFY REMAINING JURISDICTION

- A. Note BW(s) which may require adjustment to jurisdiction.
- B. Confirm any calculated changes to length of judge-supervised probation with the sentencing/supervising judge.

XII. SCHEDULE NEXT APPOINTMENT

- A. Inform defendant of the date and time
 - 1. Give defendant appointment card if they do not have their own appointment book or phone calendar.
- B. Enter appointment date and time on the PCMS Defendant Screen.
- C. Enter appointment in Outlook.

XIII. COMPLETE PCMS LOG ENTRY OF APPOINTMENT

- A. Document use of standardized questionnaire.
- B. Note the next appointment date in the log entry.

XIV. COMPLETE RETURN APPOINTMENT FOLLOW UP WORK

- A. Contact treatment provider if there is use of alcohol and/or non-prescribed drugs or abuse of prescribed drugs.
- B. Report non-compliance issues to the court following GAO #13.
- C. Write early termination or final disposition report if all affirmative conditions have been met.

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